

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS (EP 52.000-000) (NOV 1994) DEVIATION**

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract which authorizes a contractor to represent itself as EPA to outside parties.
15. Conducting administrative hearings.
16. Reviewing findings concerning the eligibility of EPA employees for security clearances.

17. The actual preparation of an office's official budget request.

**C.2 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (EPAAR 1552.211-79) (OCT 2000) DEVIATION**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at:

<http://basin.rtpnc.epa.gov/etsd/directives.nsf.>)

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency  
Office of Administration  
Facilities Management and Services Division  
Distribution Section  
Mail Code: 3204M  
Ariel Rios Building  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Phone: (202) 564-9629

(d) Electronic Access. Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

### C.3 LABOR CLASSIFICATION DEFINITIONS

The following labor classification definitions are applicable for this requirement.

Certain personnel are deemed essential to the contractors performance of the work under this contract. These are designated as Key Personnel positions. The provisions clause H.13, "KEY PERSONNEL" shall apply to these personnel for the base year and each option year. The following position is designated as Key Personnel: Program Manager

#### Personnel Qualifications:

##### Senior Executive Professional

##### Minimum Education Requirements:

Graduate degree in Public Policy, Technology and policy, Environmental Science, Economics, Geology, Chemistry, Statistics, Communications, Management, Business, Public Administration or Engineering, from an accredited academic Institution or equivalent, and;

##### Minimum Experience Requirements:

Minimum fifteen (15) years of applicable and relevant experience in planning, conducting and participating in short and long-term studies; the design, review and evaluation of management and administration systems; and the provision of management and technical support. Some of the experience must include scheduling work to meet completion dates, estimating manpower needs and reviewing project progress and making changes in methodology where necessary.

##### Activities Under the Contract:

This individual supervises projects of the greatest complexity and significance, requiring advanced knowledge and the ability to originate and apply new and unique methods and procedures. This person supplies technical advice and counsel to other professionals, resolves problems and generally operates with wide latitude for un-reviewed actions. Responsibilities include organization, direction and coordination of planning, and production of contractor activities. All important work performed and reviewed by Senior Professionals shall go to the Senior Executive Professional for final review prior to submission to EPA.

#### **Senior Professional**

##### **Minimum Education Requirement:**

Graduate degree in Public Policy, Technology and policy, Environmental Science, Economics, Geology, Chemistry, Statistics, Communications, Management, Business, Public Administration or Engineering, from an accredited academic Institution or equivalent, and

##### **Minimum Experience Requirements:**

Minimum ten (10) years of applicable and relevant experience in planning, conducting and participating in short and long-term studies; the design, review and evaluation of management and administration systems; and the provision of management and technical support. Some of the experience must include scheduling work to meet completion dates, estimating manpower needs and reviewing project progress and making changes in methodology where necessary.

##### **Activities Under the Contract:**

This individual plans, conducts and supervises projects of major significance, requiring advanced knowledge and the ability to originate and apply new unique methods and procedures. This person supplies technical advice and counsel to other professionals, resolves problems and generally operates with wide latitude for un-reviewed action. Responsibilities include organization, direction and coordination of planning, and production of contractor activities.

#### **Mid Level Professional**

##### **Minimum Education Requirements:**

Graduate degree in Public Policy, Technology and policy, Environmental Science, Economics, Geology, Chemistry, Statistics, Communications, Management, Business, Public Administration or Engineering, from an accredited academic Institution or equivalent, and;

##### **Minimum Experience Requirements:**

Minimum six (6) years applicable and relevant experience participating in short and long-term studies; the design, review and evaluation of management and administrative systems; and the provision of information management, technical analytical support.

**Activities Under the Contract:**

Individual receives assignments associated with project from senior professional translating technical guidance received into usable data and information applicable to the particular assignment. Work assignments are varied and required originality and ingenuity. The individual provides day-to-day technical guidance and leadership to subordinate technical personnel.

**Professional**

**Minimum Educational Requirements:**

undergraduate degree in Public Policy, Technology and policy, Environmental Science, Economics, Geology, Chemistry, Statistics, Communications, Management Business, Public Administration, Information Management or Engineering, from an accredited academic Institution or equivalent, and;

**Minimum Experience Requirements:**

Minimum three (3) years of applicable and relevant experience participating in short and long-term studies; the design, review and evaluation of management and administrative systems; and the provision of information management, technical and analytical support.

**Activities Under the Contract:**

Individual gathers and correlates data and performs routine analyses. Person works on less complex or complicated assignments where evaluations or critical assessment is limited, and reviewed by more senior professional staff.

**Junior Professional**

**Minimum Educational Requirements:**

Minimum three (3) years of applicable and relevant experience participating in short and long-term studies; the design, review and evaluation of management and administrative systems; and the provision of information management, technical and analytical support.

**Activities Under the Contract:**

Individual gathers and correlates data and performs routine analyses. Person generally works on less complicated assignments where evaluation and assessment is limited. Person works under close supervision of senior professional or project/task leader.

**Support Personnel**

This includes but is not limited to, secretaries, data entry clerks, word processors, bookkeepers, and technical artists. This group provides administrative, compilation and clerical support to the Senior and Junior Staff. Most of this support is characterized as routine and/or repetitive in nature. Support personnel must have the capability of operating general office equipment, including personal computers.

**Experience/Education Substitutions:**

1. An acceptable substitute for an undergraduate degree is any combination of additional years of experience in the proposed field on a two-for-one basis (i.e., 2 years of experience substitutes for 1 year of college) plus college level study in the particular field totaling four years.

2. An undergraduate degree in environmental science, economics, geology, chemistry, statistics, management, business administration, public administration, engineering or information management from an accredited academic institution, plus any combination of additional years of relevant experience on a two-to-one basis ( i.e., 2 years of experience substitutes for 1 year of graduate level study) and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a graduate degree.

3. Additional years of graduate level study in environmental science, economic, geology, chemistry, statistics, management, business administration, public administration, engineering or information management from an accredited academic institution will be considered equal to years of experience on a one-for-one substitution basis, with the total number of additional years of graduate level study that can be substituted for experience limited to four (4) years.

4. Other than described above, equivalent educational experience may not be substituted for the experience.